

BYLAWS

STATE BOARD FOR CERTIFICATION OF SEWAGE ENFORCEMENT OFFICERS (SEOs)

ARTICLE 1. NAME: The name of this Board shall be the State Board for Certification of Sewage Enforcement Officers. This Board is within the Pennsylvania Department of Environmental Protection (DEP).

ARTICLE 2. AUTHORIZATION: Act 537 of 1965, the Pennsylvania Sewage Facilities Act (Act), Section 11; and the DEP regulations at 25 Pa. Code Chapter 72, Subchapter D (relating to certification of Sewage Enforcement Officers).

ARTICLE 3. PURPOSE: The purpose of this Board is to administer a certification program for Sewage Enforcement Officers (SEOs) throughout this Commonwealth.

ARTICLE 4. MEMBERSHIP:

- a. The Membership of this Board shall be appointed by the Secretary of DEP to include:
 - (1) One member representing local government,
 - (2) One certified sewage enforcement officer,
 - (3) One member representing the engineering profession, and
 - (4) Two members nominated by the Sewage Advisory Committee.
- b. Each appointment shall be for a period of four (4) years.
- c. The Secretary may reappoint board members for successive terms.
- d. No alternatives or designees may be appointed or recognized by this Board unless provided for by the Act.
- e. A Board member whose appointment has expired may remain in office with full authority until the Board member is reappointed by the Secretary or until a successor is appointed by the Secretary.

ARTICLE 5. MEETINGS: The following meeting requirements are established by these bylaws.

- a. Scheduling meetings:
 - (1) Regular meeting dates shall be established on an annual basis prior to December 31, of the preceding year.
 - (2) The Board shall meet at least four (4) times in a calendar year. Board members are encouraged to attend all scheduled meetings.
 - (3) The Board may schedule additional meetings at the discretion of the chairperson or upon request of DEP.
 - (4) All Board meetings shall be advertised in accordance with the Sunshine Act, 65 Pa. C.S.A. §§ 701 – 716.
- b. Conducting Board business:
 - (1) A quorum for conducting business shall consist of three (3) or more of the Board membership who are participating in person or by telephone. If a member participates by telephone, participation must be clearly audible to the public in attendance to be valid.
 - (2) All Board meetings shall be open to the public, except as permitted by applicable State law.

ARTICLE 6. VOTING: All actions taken by the Board shall be approved by a vote of the membership at a scheduled Board meeting. No action can be taken on a specific matter unless the meeting and its agenda meet the requirements provided by the Sunshine Act.

- a. A Board member shall have one vote that is provided verbally.
- b. A Board member may not vote by proxy.
- c. No secret voting is permitted.
- d. A Board member shall publicly reveal for the record any vote that may constitute conflict of interest and thereafter abstain from any vote on that matter.
- e. All actions by the Board shall require a majority vote of those present provided that a quorum exists.

ARTICLE 7. OFFICERS: A chairperson and vice-chairperson shall be elected annually by a majority vote of the Board provided a quorum exists.

- a. It shall be the duty of the chairperson to preside at all meetings of the Board, call special meetings, and perform such other duties that pertain to the office of chairperson.
- b. The vice-chairperson of the Board shall serve as acting chairperson in the absence of the chairperson.

ARTICLE 8. SECRETARY OF THE BOARD: By a majority vote of the Board and provided there is a quorum present, a Department employee shall be elected annually as secretary for the Board.

The secretarial duties include:

- a. Recording the transactions of the Board.
- b. Giving public notice of Board meetings.
- c. Providing a full and permanent record of Board minutes.
- d. Conducting outgoing and incoming correspondence.
- e. Maintaining Board records.
- f. Acting as Docket Clerk throughout any SEO Appeals processing.
- g. Maintains the e-mail resource account (RA-SEOTrng@pa.gov).
- h. Liaison to SEO Training Sponsors.
- i. Maintains the SEO Database updating training and renewal transactions.
- j. Assists with the SEO training & membership portion of the PA Clean Water Academy.
- k. Performing other duties as requested by the Board.

ARTICLE 9. PARLIAMENTARY AUTHORITY: Robert's Rules of Order, latest edition, shall serve as the parliamentary method for conducting business for the Board. It shall be considered final authority, unless superseded by these bylaws, the Act, or other statutory authority.

ARTICLE 10. AMENDING THE BYLAWS: The bylaws of this Board may be amended, repealed or suspended at any Board meeting by a majority vote wherein a quorum is present, provided that written notice of amendment, repeal, or suspension has been distributed and received by each Board member at least two (2) weeks prior to the scheduled meeting.

ARTICLE 11. POWERS AND DUTIES:

- a. Administer SEO Certification examinations a minimum of four (4) times per year.
- b. Approve certification of SEO candidates that meet all DEP specified requirements.
- c. Hold hearings and issue adjudications on any revocation, suspension, or reinstatement or SEO certifications.
- d. Renew certification of SEO's that meet all DEP specified requirements biennially.
- e. Compile and maintain register of active SEO's.